



Registered Charity No. 1031843

Child Attendance and Absence Policy and Procedure

If your child should be unable to attend our setting on their nominated day, we would ask that you call us to give an explanation by phone or text. When your child returns to All Saints Pre-school you will be asked to sign an absent form stating the reason for the absence.

If we do not have an explanation of absence, we will endeavor to contact you that day after 10am. If we fail to contact you within a reasonable time (by 10.15am) we will telephone the emergency contact(s) on your child's registration form for an explanation.

This policy reflects the vision and aims of this pre-school by:

- Encouraging staff, parents/carers and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents/carers relating to school attendance.

PRINCIPLES

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

Children should be at pre-school on time, every day your child is due in, unless the reason for the absence is unavoidable. Absence from pre-school without a good reason must be acted upon by the setting.

Children should arrive at pre-school no later than 9.30am for morning sessions or 12 midday or 12.30pm for afternoon registration. Any arrival after this time will be marked in the register as "Late". Notes are recorded on the register as to the reason for the late arrival. If a child is reluctant to attend the setting, communication between parent/carer and pre-school is encouraged. You must talk to the Manager if you have concerns about your child's attendance. Every absence must be classified by the pre-school, (not by the parents/carers), as either **AUTHORISED** or **UNAUTHORISED**. Therefore, information about the cause of each absence is always required by the Setting. Authorised absences are mornings or afternoons away from pre-school for a reason such as genuine illness or other unavoidable cause.

As an Early Years setting, we actively encourage parents/carers to support us in this policy, as our absence statistics are scrutinised by Ofsted and have an impact on the overall judgement a setting is given.

Parents/carers are expected to contact the setting at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the pre-school may refer the child to the Children Services.

It is the parents/carers responsibility to contact the school either by telephone or text whenever the child is absent. This must be on the first day of absence by 9.45am.

In the case of medical appointments, evidence may be required although all appointments should be made outside of the settings hours where possible.

Parents/carers are asked to complete a register with a time and initials at the beginning of each morning or afternoon session and at the end of the session when the child leaves. As a reminder, you will be asked by a member of staff if you have completed the register.

